



# Guide to Careers in Local Government

A career in local government is an excellent option for those who have a passion for public service. Public service is about leadership, opportunity, innovation, empowerment, and relationships. If you think a career in this line of work might be for you, read on to find out what your options are, and how to get started.

Work in the public sector can involve a surprising variety of fields and professions.

If you enjoy working with people, examples of exciting professions include:

- administrative / customer service
- public and media relations
- library
- recreation
- educational services / working with youth
- transportation

If you find yourself drawn to a career that involves research and analytical type work:


- legal
- finance
- policy / research & analysis
- human resources
- contract management / procurement
- planning / community development
- communications & information technology

You may find the following of interest if you enjoy caring for the environment and providing safe amenities for the public:


- firefighter
- law enforcement
- building maintenance / custodial
- waste management / recycling / water resources
- fleet services
- airport administration
- engineering

## Hiring Process →

### (1) Application Submission


 Visit [www.TorranceCA.Gov/Jobs](http://www.TorranceCA.Gov/Jobs) and accurately complete the online application in its entirety.

### (2) Review of Application Materials




- ✓ Minimum Qualifications
- ✓ Specific experience that closely matches the needs of the City

### (3) Invitation to the Examination Process

 You will receive an invitation to the examination process via email.

### (4) Examination Process

 The exam process takes many forms, such as:

- multiple-choice written tests
- writing exercises
- performance (hands-on)
- video exercises
- group exercises

### (5) Panel Interview


This process involves a panel-style interview that is conducted by individuals who are subject matter experts.



### (6) Scoring

After the tests are scored and you have passed each component of the examination process with a 70 or above, you will be placed on an eligible list or a "list for hire."

### (7) Eligibility List

 The names on the eligible list are ranked in order of final score (a weight is given to each component and added together for a final score). The top candidates are then referred to the department.

### (8) Department Interviews



The top candidates are invited to an interview with the hiring manager(s), who then makes a recommendation to hire the candidate they feel is most suited for the position.